

TABLE OF CONTENTS

STATEMENT OF PURPOSE i

SUMMARY OF CHANGES ii

ADMINISTRATIVE BRIEFING iv

EMERGENCY FIREFIGHTER HIRING Chapter 1

- Access to Firearms..... 1
- Hours of Work 1
- EFF Application Procedures 1
- Alaska Job Center 2
- Alternate Hiring Procedures 2
- Requesting a Non-Crew EFF 2-3
- Felony & Misdemeanor Convictions 3
- Classification of EFF 3
- EFF Hiring Paperwork..... 4
- Crew Hiring 5-6
- 2008 List of Approved EFF Classifications..... 7
- BLM or DNR Emergency Firefighter or Incident Support Worker Application. 8
- Example Forms and Instructions..... 9-21
- Designated Interagency EFF Crew List 22-24
- Example Forms and Instructions..... 25-30
- Blank Forms..... 32

INCIDENT PAYROLL Chapter 2

- Hiring Employees of Other State Departments..... 1
- Pay Administration 1-2
- Overtime Calculation 2-3
- Seasonal Overtime Conversion..... 3
- Fatigue Management..... 3-4
- Incident Resource Order Compensation (IROC) and Wildland Fire Letter of Agreements..... 4
- Shift Differential 4
- Recall 4-5
- Holidays..... 5-6
- Standby 6-7
- Hazard Pay..... 7
- Meal Periods 8
- Closing Out Time Reports (OF-288's) 8-10
- Checklist for Closing Out Time Reports (OF-288's)..... 10
- Incident Distribution of Emergency Firefighter Time Reports 11
- Distribution of State EFF OF-288's from and Incident..... 11
- Example Forms 12-15
- Timesheet Instructions 16-17
- Call back Memo for LTC Employees 18
- Fatigue Management Memo 19-20
- Blank Forms..... 22

COMMISSARY Chapter 3

- Commissary Types 1-3
- Procurement of Commissary 3-4
- State Employee Documentation..... 4
- Example Forms 5-8
- Blank Forms..... 9

COMPENSATION FOR INJURY Chapter 4

- Confidentiality 1
- Coverage 1
- Provider 1
- Work Injuries/Illness Generally Covered 1
- Conditions Which May Void Coverage of Worker's Compensation..... 1
- Filing Procedures and Responsibilities 2

Completion of the State of Alaska Report of Occupational Injury or Illness Form	2-3
Emergency Medical Care.....	3
Prescriptions	3
State of Alaska Crews or Employees on Outside Assignment.....	4
Authorization Letter from the Director of the Division of Forestry.....	4
Non-work-related Medical Situation for Alaska Natives.....	4-5
Non-work-related Medical Situation for Non-Natives.....	5
State Compensation for Injury Contacts.....	5
Federal Worker’s Compensation Claims/ Distribution.....	6
Routing State of Alaska Forms.....	6
When Federal or Out-of-State Assignment.....	7
Letter to Health Care Providers Authorizing Treatment to a State of Alaska Employee.....	8
Designated EFF Crew List.....	9-10
Example for Report of Occupational Injury or Illness Form.....	11
Medical Treatment Instruction Letter for ANMC Members.....	12
Medical Treatment Instruction Letter for TCC Members.....	13
Blank Forms.....	14
PERFORMANCE EVALUATION & DISCIPLINE.....	Chapter 5
Evaluation Forms.....	1-2
Routing	2
EFF Conduct & Discipline	2
Government Employee Conduct & Discipline.....	3
Blank Forms.....	4
EQUIPMENT PROCUREMENT.....	Chapter 6
Introduction	1
Emergency Equipment Rental Agreements and Other Hiring Documents	1
Rental of Land or Other Facilities	1
Rental Cars	1-3
Hiring Equipment as a Service	3
Ethics in Contracting/Contracting with Employees or Employee’s Immediate Family Members.....	4-5
Hiring Equipment under an EERA	5
Solicitation of Emergency Equipment Rental Agreements.....	5-6
Emergency Equipment Rental Agreement, form OF-294.....	6
Field Hiring of Equipment and “Walk-ins”	6-8
Equipment Rates.....	8
Liability Insurance.....	9
Rental of Equipment Conditions.....	9
Activation of Agreements.....	9-10
Vehicle/Heavy Equipment Safety Inspection Checklist (Form OF-296, rev. 4/2000).....	10-11
Equipment Timekeeping and Payment	11-12
Processing Equipment Invoices for Payment.....	12
Transport Equipment	13
Structural Fire Department	13
Fire Engine from Private Vendors	14
Checklist for Rental of Land for Temporary Emergency Use.....	15-16
Rental Agreement Forms	17-22
Explanation of Rates.....	23-48
OF-294.....	49-50
State of Alaska General Clauses to EERA Form OF-294.....	51-55
Supplemental Engine Requirements	56-58
Example Forms.....	59-65
Blank Forms.....	67
SFD EQUIPMENT PROCUREMENT.....	Chapter 7
Introduction	1-2
Example Forms.....	3-8
Blank Forms.....	9
PROPERTY MANAGEMENT.....	Chapter 8
Responsibilities.....	1
Property Management Program Procedures.....	1

Security and Storage	1
Property Ordering Procedures.....	1
Property Receipting Procedures	2
Identification.....	2
Property Accountability Controls	2-3
Clearance and Demobilization Procedures	3
Summary of Forms	4
Example Forms	5-9
Blank Forms.....	11
MEALS, LODGING AND TRAVEL.....	Chapter 9
Meals & Lodging on Incident Assignment	1
Solicitation for Meals and Lodging	1
Meal Coupons.....	2
Processing Meal Coupons for Payment	3
Sack Lunches	3
Contract Meals.....	3
Processing Non-Coupon Meal Invoices for Payment	4
Lodging.....	4
Travel.....	4-6
Example Forms	7-10
VEHICLE & AIRCRAFT ACCIDENTS	Chapter 10
Purpose	1
Introduction and General Information	1-2
Procedures for Vehicles	2
State-owned Vehicles	2
Leased Vehicles	2
Rental Vehicles.....	3
Where to Submit Forms	3-4
Personal Vehicle Use for State Business	5
Example Forms	6-8
Blank Form	10
PERSONAL PROPERTY CLAIMS.....	Chapter 11
General Information.....	1
Criteria for Filing and Approval Claim.....	1
Responsibilities.....	1-2
Authorities	2
Filing a Claim	2-3
Home Unit Procedure	4
Employing the Use of an Adjustor.....	4
Denial of Claims	4
Claims Processing Flow Chart.....	5
Example Form.....	6
Summary of Claims and Property Management	7
Blank Forms.....	8
2008 COST CALCULATION AND REPORTING	Chapter 12
SUPPRESSION COMPONENT CODING	Chapter 13
FIRE SUPPRESSION PROCUREMENT POLICY & PROCEDURES.....	Chapter 14
ALLOWABLE FIRE ACTIVITY COST	Chapter 15